



**THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL**

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**Action By:
Information Only**

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HR Customer Care Center (Resignation Questions)

561-434-8777 (locally) option 1

877-477-3722 (out of area) option 1

TO: All Principals and Directors

FROM: Gonzalo La Cava, Ed.D., Chief of Human Resources *mlc for*

SUBJECT: NEW ONLINE RESIGNATION/TERMINATION PROCESS

We are pleased to announce our new **online** Resignation/Termination process. As a part of continuous improvement efforts, this new online process will increase efficiency and was successfully piloted at several District schools. A voluntary exit survey will also be included for the employee to provide data to improve retention efforts. If needed, the PBSB 1176 Employee Resignation/Termination form will remain available until Sunday, December 31, through eForms.

I. Online Resignation Process – Employee Self Service

Employees* resigning from the District will submit an online Resignation Request through PeopleSoft Self Service. The employee has the option of uploading a letter of resignation to their online Resignation Request. Once the employee submits the online Resignation Request, the request is routed to the employee's Principal/Director, who acknowledges the request in the system and submits it for processing. The request is then electronically routed to the Human Resources Office for processing.

**If the employee is no longer present at your School/Department, and has submitted (via mail or email) a letter of resignation, and you cannot reach the employee to complete the online process, the Principal/Director can submit the resignation via Manager Self Service in PeopleSoft.*

To assist the employee, a new [Resignations website](#) has been created to assist District employees in learning about the Resignation process. A link to the website is also available on the [Employee website](#).

II. **Online Termination Process – Manager Self Service**

The Principal/Director will enter a Termination Request for their employee(s) in Manager Self Service. The request will route to the HR Office for processing. The online Termination Process is to be used for the following Voluntary or Involuntary Termination Actions:

- **Employee Resignations** – Not submitted through Employee Self Service*
- **Interim Terminations**
- **Probationary Terminations**

**The Employee should be encouraged to submit their Resignation through Self Service. Principals/Directors should only enter the Resignation under extenuating circumstances. All documentation, such as Resignation letters or emails, Interim letters, or Probationary letters must be uploaded directly into the online Termination page in PeopleSoft. (Please note: This process IS NOT to be used for Non-Reappointments or Job Abandonments.)*

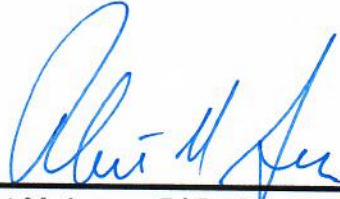
NOTE: Processing timelines for the Resignations and Terminations may be impacted by Payroll processing periods. Additionally, this process is not for those employees who are retiring from the District. Retiring employees will continue to follow the same procedures.

Training Information for Administrators

Training manuals and presentations have been created to assist with using the new processes. These can be found on the [Human Resources Information page](#) on the **My Help Center** page in the *PeopleSoft Portal*.

RMA/GSL/MM/EC:lm

Approved: _____


Robert M. Avossa, Ed.D., Superintendent